

**West Town Chicago Chamber of Commerce**  
West Town Special Service Area (SSA) Commissioner Meeting  
Thursday, February 1, 2018 at 12:00 p.m.  
1819 W Chicago Ave., Chicago, IL 60622

**Minutes**

**Present:** Commissioners: Michael VanDam (Chair), Chris Hunt , Steven Tobiason (Secretary), Adam Williams, Sara Dulkin, Amy Laria (Vice-Chair), Jenny Rossignuolo

**SSA Program Director** – Kace Wakem

**Public Forum / Guests:** None

**Not Present:** Peter Gariepy (Treasurer), Chad Tepley

- **Call to Order:** Michael VanDam called the meeting to order at 12:05 p.m.

- **Minutes from SSA Commission Meeting on January 4, 2018.**

**\*Sara Dulkin motioned to approve 1/4/18 minutes. Chris Hunt seconded this motion and it was approved unanimously.**

- **Financial Report:**

- 2017 P&L Statement, Balance Sheet and YTD Budget distributed and reviewed.

**\*Chris Hunt motioned to approve 2017 Financials. Amy Laria seconded this motion and it was approved unanimously.**

- 2018 P&L Statement, Balance Sheet and YTD Budget distributed and reviewed.

**\*Amy Laria motioned to approve 2018 Financials. Jenny Rossignuolo seconded this motion and it was approved unanimously.**

- Quarter 4 2017 Reports distributed and reviewed

**\*Adam Williams motioned to approve the 2017 Q4 Reports. Jenny Rossignuolo seconded this motion and it was approved unanimously.**

- **Contracts:**

- PR Contract – Reviewed BIDs and voted on Zapwater Communications as new PR and SM vendor for a total of \$35,000 for a 1 year contract starting March 1<sup>st</sup>, 2018. Contract to move to Board of Directors for final approval.

**\*Amy Laria motioned to approve Zapwater Communications as the new Public Relations and Social Media vendor for \$35,000 for a 1 year contract. Jenny Rossignuolo seconded this motion. Total of 6 voting yes, 1 voting no. Motion approved.**

- **Rebate / Grant Updates:**

**a. Façade Rebate Applications:**

- 701 N. Damen Ave – Finished, job came in slightly higher than anticipated due to larger windows being installed. Final 50% payout approved at \$14,185.59.

**\*Adam Williams motioned to approve the \$14,185.59 payout to 701 N. Damen Ave. Chris Hunt seconded this motion and it was approved unanimously**

- 1726 W. Chicago Ave – In Process. No current updates.

**b. Security Rebate Applications:**

- 701 N. Damen Ave –Finished & Paid
- 1741 W. Chicago Avenue – Chicago Truborn applying for \$1,500 for door strike. Just installed internal cameras only.

**\*Amy Laria motioned to approve the \$1,500 grant for 1741 W. Chicago Security Rebate Application. Chris Hunt seconded this motion. Total of 6 voting yes, Sara Dulkin recused herself from the vote.**

c. **Public Art Grant Applications:**

- Artist: Anthony Lewellen – 1838 W. Chicago Ave, Luxe on Chicago – In process

• **Marketing / Beautification / Safety / Other:**

- **Street Cleaning:** Request to have trash cans cleaned and power washed. \$40 per can, estimated max job cost is \$4,000.

**\*Chris Hunt motioned to approve the \$4,000 to clean the SSA trash cans. Steven Tobiason seconded this motion and it was approved unanimously**

- **Banners & Holiday Decorations:** Holiday decorations have been removed. One Chicago banners coming down, working on replacing SSA banners with CEG.
- **Landscaping:** Tree Trimming scheduled for February 22 & 23<sup>rd</sup>.
- **Discover West Town Mobile App:** Glitch in the auto upload finally fixed. Finalizing map glitch updates.
- **Master Plan:** Meeting with CDOT went well. Discussed how Chicago Ave was a high crash corridor in their Vision Zero plan and would like to do something to improve the safety of the street. CTA is conducting a study of the #66 bus that will be released soon. CDOT will talk to Alderman for approval to study and potentially update the street. After discussion with Alderman, and CTA study is released – CDOT will move forward with studying potential street updates and we will partner with them to start the community outreach portion of the project. Hopefully street updates will happen in the beginning of 2019.
- **People Spot:** Discussed putting the project on hold due to needing a stripped parking lane which doesn't make sense if the street will be updated very shortly. Going to postpone project but keep planning for a potential release in 2019 to happen after Chicago avenue updates are finished through CDOT.

**\*Adam Williams motioned to approve the postponement of the People Spot project. Sara Dulkin seconded this motion and it was approved unanimously.**

- **Bike Racks:** Discussed CDOT partnership options. Commissioners want to see the racks available and prices through partnership with CDOT.
- **Bike Friendly Business District:** Program will re-start in the Spring of 2018 working with new hire Sara Bemer on program.
- **Security:** Discussed adding anti-smash glass as a eligible cost to cover with the Security Rebate Grant. Will add to application and submit for approval at March SSA Commission meeting.

- **Old Business:** None
- **New Business:** Sara Bemer, the new Membership Director, will start February 5<sup>th</sup> 2018.
- **Public Forum:** None
- **Adjournment**

**\*Michael VanDam moved to adjourn meeting at 1:19 pm. Steven Tobiason seconded this motion at it was approved unanimously.**

\*\*\*Next SSA Commission Meeting Date: Thursday, March 1, 2018\*\*\*